CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Transportation Engineering Technician	District 12/Traffic Operations/Trans. Mgmt.	
WORKING TITLE	**POSITION NUMBER**	**EFFECTIVE**
TMC Operator	912-383-3175-000	May, 2013

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California and improve safety on the Transportation System, by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction of the Branch Chief of Transportation Management, a Senior Transportation Engineer, the Transportation Engineering Technician works in the Transportation Management Center observing traffic conditions, detecting congestion and incidents, enacting appropriate responses, and disseminating motorist information related to the State Highway system in District 12. The incumbent will be required to work overtime, irregular shifts/alternate work schedule, including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls.

This position is only available to candidates that successfully pass the Department of Justice background check. The incumbent will also be required to sign CHP form 101A annually.

TYPICAL DUTIES:

55% (E)   **STAFF AND OPERATE TMC/TRAFFIC ENGINEERING**: Monitors and analyzes traffic conditions, collects traffic data, and assists in the development of emergency incident response plans, and post incident engineering reports. Performs delay calculations, collects traffic volumes, and provides reports based on the data and any related engineering calculations performed. Utilizes graphical highway management systems, 2-way radio systems and computer terminals. Monitor CHP Computer Aided Dispatch (CAD) system, scanners and other radios. Monitors media traffic reports (TV and Radio) to assure accuracy, and coordinate with media partners. Transmit/receive and monitor messages to/from the Traffic Management Team (TMT). Maintain activity log of all actions taken. Maintain communications with traffic reporters, public affairs and provide real-time motorist information. Attend periodic briefings with lead persons and meet to discuss traffic operations.

25%(E)   Utilizes a variety of systems to coordinate traffic management and emergency plans, such as Changeable Message Signs (CMS), Closed Circuit TV (CCTV) System, Highway Advisory Radios (HAR), Advanced Transportation Management System (ATMS), weather system, CalTech shake cast system, etc.

20%(M)   Researches and records traffic data and reports as needed for the development of the District's Traffic Management Plans and other related engineering work assigned. May assist with other TMC related tasks per direction.

SUPERVISION EXERCISED OVER OTHERS

The Transportation Engineering Technician is not assigned supervisory duties; however, may act in lead person capacity.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The Transportation Engineering Technician must have knowledge of basic math skills for data reduction and calculations; must be able to develop knowledge and understanding of basic fundamentals of traffic engineering lending to the ability to analyze traffic situations; basic knowledge and use of computers is desirable; must possess a good command of the English language, both oral and written, and the ability to communicate clearly and distinctly, especially when using a 2-way radio and telephone. Incumbent will be expected to follow standards of dynamic message signing, and learn basic fundamentals.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent reviews and assists with decisions on traffic safety and traffic management concerning operating conditions of the highway system using various traffic control and information systems in the Traffic Operations Center. The incumbent must be accurate and able to communicate effectively under emergency conditions. Public safety could be compromised if the wrong action is taken.

PUBLIC AND INTERNAL CONTACTS

The Transportation Engineering Technician will have daily contact with Caltrans field staff by 2-way radio and telephone, California Highway Patrol, local agencies and traffic media.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS

The incumbent may be required to sit for prolonged periods of time using a keyboard and video display terminal. The incumbent must remain alert and calm while working as a member of a team monitoring traffic conditions and observing traffic flow and patterns. Emergency procedures must be followed exactly when vehicle accidents are reported. The employee will experience peak work load during incidents, and may have multi task and keep calm during emergency situations is very

important. Because of working in a team, and working in emergency situations, the candidate must be emotionally well adjusted, positive, friendly, and diplomatic on the job.

WORK ENVIRONMENT

The incumbent will work inside a closed climate controlled room under artificial lighting in a locked and secure building.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

_____
EMPLOYEE *(Please Print)*

_____   _____
SIGNATURE   DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

_____
 SUPERVISOR, SR. TR. ENG. (CT)

_____   _____
SIGNATURE   **DATE**